

<b>Office of General Services Safety Program and Policy Manual</b>
--

SUBJECT: Hazard Communication  
NUMBER: 99-0106  
DATE:12/5/98

---

## **Purpose**

The purpose of this policy is to set forth requirements to provide protection for employees of the Office of General Services (OGS) through training and education when using hazardous materials in the workplace as required by the Occupational Safety and Health Act (OSHA) to Standard 29 CFR 1910.1200 - The Hazard Communication Standard, commonly known as the employee Right to Know Law.

## **Policy**

OGS employees shall maintain awareness of all hazardous materials encountered throughout OGS facilities and communicate any associated hazards, along with the necessary safety precautions to employees and visitors by training as outlined in the OGS Hazard Communication Program.

## **Procedures**

1. Refer to the OGS Hazard Communication Program for specific procedures to follow.
2. Affected employees shall ensure that each container of hazardous materials in the workplace is labeled, tagged or marked with the identity of the materials and appropriate hazard warning.
3. Teams shall maintain copies of Material Safety Data Sheets (MSDS's) for each hazardous material in the workplace and ensure that the MSDS's are readily accessible to employees. MSDS's shall be maintained in a standardized format with an Alpha-numeric indexing system, as outlined in the OGS Hazard Communication Program. MSDS books shall be placed in plain sight in each organizational unit. Employees shall be made aware of the location and importance of the MSDS book immediately upon joining the organization.
4. Teams shall provide training on product and chemical hazards before employees' initial assignments and whenever a new hazard is introduced into their work area. Every work process which utilizes hazardous materials shall

have within it a method by which employees review the MSDS sheet before they begin work. The sections of interest to employees using products would be Health Hazard Data, Work Practices (including clean-up procedures) and First-Aid and Medical Emergency Procedures. The MSDS sheet shall be a reference to the employee for the selection of Personal Protective Equipment.

5. The Safety Support unit shall develop, implement and maintain at the workplace a written hazard communication program.